

DEPARTMENT OF HEALTH SERVICES & HUMAN SERVICES

**Public Health Service
Chief Pharmacist Officer
Parklawn Building**

MEMORANDUM

Date: September 20, 2002

From: Chief Pharmacist Officer, USPHS

Subject: Call for Nominations for PHS Pharmacist Awards

To: All PHS Pharmacists and Supervisors

The PHS Pharmacy Professional Advisory Committee (PharmPAC) annually recognizes outstanding Public Health Service Pharmacists. This solicitation is for nominations of commissioned corps or civilian pharmacists for these prestigious awards.

The **ALLEN J. BRANDS PHS CLINICAL PHARMACIST OF THE YEAR AWARD** recognizes the achievements of pharmacists in the PHS that provide traditional pharmaceutical services, with primary emphasis on activities accomplished within the past 18 months.

Past Recipients:

2002	LCDR Scott Giberson	1993	CDR Linda J. Shull
2001	CDR William D. Figg	1992	CDR Jeanette Y. Wick
2000	LT James L. Bresette	1991	CDR Paul Jarosinski
1999	CDR Vance Gese	1990	CDR Robert Boyce
1998	LCDR Patricia J. Pacheco	1989	CAPT James C. Yatsco
1997	CDR Lisa L. Tonrey	1988	CDR James R. Minor
1996	Dr. Gregory Susla	1987	CDR Gordon W. Reiter
1995	LCDR Jeffery J. Gallagher	1986	CDR Dorothy Vershure
1994	Dr. Barry R. Goldspiel		

This award was previously named the PHS Clinical Pharmacist of the Year Award from 1994-96, and the PHS Pharmacist of the Year Award from 1986-1993.

The **PHARMACIST OF THE YEAR AWARD (NON-CLINICAL)** recognizes the achievements of pharmacists in the PHS in non-traditional or administrative roles, with primary emphasis on activities accomplished within the past 18 months.

Past Recipients:

2002	CDR Charles V. Hoppes	1997	CAPT Kenneth L. Spear
2001	CDR Michele F. Gemelas	1996	CDR Russell E. Alger
2000	LCDR Robert J. Tosatto	1995	LCDR Robert E. Pittman
1999	CAPT David E. Ellison	1994	CDR Charles C. Watson
1998	CAPT Jim P. Dowdy		

The **GEORGE F. ARCHAMBAULT PHS CAREER ACHIEVEMENT AWARD IN PHARMACY** recognizes senior civil service (GS-11 and above) or commissioned corps (0-5 and above) pharmacists serving under the authority of the PHS, with at least 15 years of PHS service for outstanding achievements and or contributions to the pharmacy profession in the PHS.

Past Recipients:

2002	CAPT Frank J. Nice	1996	CAPT Galen R. Goeden
2000	CAPT Samuel M. Hope	1995	CAPT James R. Minor
1999	CAPT Eugene B. Smith	1994	CAPT Robert DeChristoforo
1998	CAPT Stephen L. Foster	1993	CAPT Richard M. Church
1997	CAPT George F. Archambault (Ret.)		

This award was previously named the PHS Career Achievement Award from 1993-1996.

The **U.S. PUBLIC HEALTH SERVICE AWARD FOR MANAGERIAL EXCELLENCE IMPROVING PHARMACY SERVICE OR PUBLIC HEALTH** is sponsored annually by the George F. Archambault Foundation, through the generous financial support of the Bayer Corporation, to recognize a U.S. Public Health Service pharmacist who has improved pharmacy service or the public's health through managerial excellence.

Past Recipients:

2002 CDR Michael S. Forman
2001 CAPT Jay D. McGath
2000 LT Richard K. Glabach

These awards will be presented during the USPHS Professional Association Meeting in the Spring of 2003. All nominations and the appropriate documentation must be received **NO LATER THAN December 31, 2002.** Any nominations received after December 31, 2002 will not be considered. Please send all nominations to:

LTJG Kristen Maves
Alaska Native Medical Center
4320 Diplomacy Drive, Suite 1710
Anchorage, Alaska 99508
Phone-907-729-2159
Email-klmaves@anmc.org

Each notification **MUST** include the appropriate cover sheet and justification (per attached criteria and format). Please share this **CALL FOR NOMINATIONS** with any other pharmacists who may not have received this information.

/s/

RADM Richard S. Walling, Chief Pharmacist Officer
Assistant Surgeon General

**ALLEN J. BRANDS PHS CLINICAL PHARMACIST OF THE YEAR AWARD
2003
NOMINATION INSTRUCTIONS**

All nominations must be accompanied by a completed cover sheet (attached). Cover sheets should be filled out according to the following:

GRADE/RANK, NAME, TITLE, ADDRESS self explanatory

PROPOSED CITATION Not to exceed 25 words

RECOMMENDATIONS Name(s), address(es) and phone numbers(s) of person(s) nominating the individual for the award must appear.

IMMEDIATE SUPERVISOR the signature of the nominee's immediate supervisor is not meant to be an expression of the supervisor's opinion of the merit of the nomination, but only an acknowledgement that the basic facts, as presented in the nomination, are correct. Additional comments from the immediate supervisor may be included. However, these comments should not be a continuation of the citation, if the supervisor is the individual recommending the nominee.

JUSTIFICATION

1. The justification statements are to be made on 8 - 1/2 x 11-inch paper, not to exceed 2 pages (single side with no smaller than font size 12) in length. **(NOTE: If the justification exceeds 2 pages, the nomination will not be considered.)**
2. The primary emphasis will be on activities accomplished within the past 18 months and by personal example, activities that have evidenced dedication to the principles of the PHS mission.
3. The justification will speak specifically to the criteria (listed below) and will contain sufficient background information to enable a judgment to be made about difficulties overcome, effort expended, dedication, demonstrated adherence to principles and the pursuit of excellence by the nominee.
4. No other information is to be submitted on the individual nominated for the award. Examples of materials **NOT** requested are **OISSs**, curriculum vitae (CVs), **COERs**, etc.....

SELECTION CRITERIA (Be specific to cover all criteria. Be sure to include documentation to areas two and three. Document activities were accomplished in last 12-18 months. Include specific dates if appropriate.)

1. Job accomplished as evidenced by outstanding management of heavy or complex work loads (i.e., patients treated), contracts or grants administered, sustained and significant performance levels, new programs developed and implemented, and ability to produce results in the face of extreme difficulty.
2. Professional standing as evidenced by membership and/or offices held in professional organizations, publication(s) in recognized journals, awards and letters of appreciation.
3. Non-professional standing as evidenced by engagement in outside activities and recognition by community and/or non-professional groups.

**OFFICER KRISTEN MAVES must receive all
nominations NO LATER THAN DECEMBER 31, 2002.**

**PHS PHARMACIST OF THE YEAR (NON-CLINICAL)
2003
NOMINATION INSTRUCTIONS**

All nominations must be accompanied by a completed cover sheet (attached). Cover sheets should be filled out according to the following:

GRADE/RANK, NAME, TITLE, ADDRESS self explanatory

PROPOSED CITATION Not to exceed 25 words

RECOMMENDATIONS Name(s), address(es) and phone numbers(s) of person(s) nominating the individual for the award must appear.

IMMEDIATE SUPERVISOR The signature of the nominee's immediate supervisor is not meant to be an expression of the supervisor's opinion of the merit of the nomination, but only an acknowledgement that the basic facts, as presented in the nomination, are correct. Additional comments from the immediate supervisor may be included. However, these comments should not be a continuation of the citation, if the supervisor is the individual recommending the nominee.

JUSTIFICATION

1. The justification statements are to be made on 8 - 1/2 x 11 inch paper, not to exceed 2 pages (single side with no smaller than font size 12) in length. **(NOTE: If the justification exceeds 2 pages, the nomination will not be considered.)**
2. The primary emphasis will be on activities accomplished within the past 18 months and by personal example, activities that have evidenced dedication to the principles of the PHS mission.
3. The justification will speak specifically to the criteria (listed below) and will contain sufficient background information to enable a judgment to be made about difficulties overcome, effort expended, dedication, demonstrated adherence to principles and the pursuit of excellence by the nominee.
4. No other information is to be submitted on the individual nominated for the award. Examples of materials **NOT** requested are **OISSs**, curriculum vitae (**Cvs**), **COERs**, etc.....

SELECTION CRITERIA (Be specific to cover all criteria. Be sure to include documentation to areas two and three. Document activities were accomplished in last 12-18 months. Include specific dates if appropriate.)

1. Job accomplished as evidenced by outstanding management of heavy or complex workloads, contracts or grants administered, sustained and significant performance levels, new programs developed and implemented, and ability to produce results in the face of extreme difficulty.
2. Professional standing as evidenced by membership and/or offices held in professional organizations, publication(s) in recognized journals, awards and letters of appreciation.
3. Non-professional standing as evidenced by engagement in outside activities and recognition by community and/or non-professional groups.

OFFICER KRISTEN MAVES must receive all

nominations NO LATER THAN DECEMBER 31, 2002.

**GEORGE F. ARCHAMBAULT PHS CAREER ACHIEVEMENT AWARD IN PHARMACY
2003
NOMINATION INSTRUCTIONS**

This award is presented annually to a senior level Pharmacist (Civil Service or Commissioned Corps), serving under the authority of the PHS, for outstanding career achievements and/or outstanding contributions to the pharmacy profession during their PHS career.

CRITERIA: The PharmPAC selects three recipients in priority order for recommendation to the CPO, Pharmacy category, who makes the final selection based on the following criteria:

- At least 15 years service in the PHS
- GS-11 (and above) Civil Servant or 0-5 (and above) Commissioned Officer
- Job accomplished as evidenced by outstanding management of heavy or complex workloads,
 - Health care delivery resulting in significant benefit to the program
 - Contracts or grants administered
 - Sustained and significant performance levels
 - New programs developed and implemented
 - Ability to produce results in the face of extreme difficulty
 - Exemplary leadership as a pharmacist in the PHS
- Professional standing as evidenced by membership and/or offices held in professional
- Range of clinical and/or administrative assignments
- Engagement in outside activities

NOMINATION: The nomination shall consist of a cover sheet (attached) and a justification statement. The cover sheet shall include a brief citation suitable for use on public occasions. There shall be no restrictions upon the number of nominations that an agency or pharmacy program director can submit; however, discretion and judgment should be used. Nominations may originate at any level within the Service, except the individuals themselves. Agency approval is not required, but the cover sheet must include endorsement by the nominee's immediate supervisor.

JUSTIFICATION: The justification statements are to be made on 8 - 1/2 x 11-inch paper, not to exceed 2 pages (single side with no smaller than font size 12) in length. **(NOTE: If the justification exceeds 2 pages, the nomination will not be considered.)**

The justification will speak specifically to the criteria (listed above) and will contain sufficient background information to enable a judgment to be made about difficulties overcome, effort expended, dedication, demonstrated adherence to principles and the pursuit of excellence by the nominee. **(Be specific to cover all criteria. Include professional standings and outside activities. Be sure to include documentation for all areas as appropriate. Document activities were accomplished in last 12-18 months. Include specific dates if appropriate.)**

No other information is to be submitted on the nominee (other than the optional supervisor's comments noted on the nomination cover sheet), as it will not be considered. Examples of materials **NOT** requested are **OISs**, curriculum vitae (CVs), **COERs**, etc...

OFFICER KRISTEN MAVES must receive all

nominations NO LATER THAN DECEMBER 31, 2002.

**U.S. PUBLIC HEALTH SERVICE AWARD FOR
MANAGERIAL EXCELLENCE IMPROVING PHARMACY SERVICE OR PUBLIC HEALTH**

2003 Award

This award is sponsored annually by the George F. Archambault Foundation, through the generous financial support of the Bayer Corporation, to recognize a U.S. Public Health Service pharmacist who has improved pharmacy service or the public's health through managerial excellence.

FOUNDATION

The George F. Archambault Foundation exists to support the advancement of Public Health Pharmacy. The foundation was established in 1999 to honor the distinguished career of CAPT George F. Archambault (Ret.) with a personal emphasis on vision, leadership, growth and advanced education.

ELIGIBILITY

U.S. Public Health Service pharmacists, both civil service and commissioned corps, serving in a managerial capacity are eligible for this award. Eligibility is not limited to managers working in settings that provide direct patient care services but may include individuals who through their work activities improve pharmacy service or the public's health on a local, regional or national basis. This award is targeted on selection of a mid-career individual

NOMINATION

There shall be no restrictions upon the number of nominations that an individual or an Operating Division/Agency, program or facility can submit; however, discretion and judgment should be used. Nominations may originate at any level within or outside the Service, except the nominee. Agency approval is not required, but the cover sheet must include endorsement by the nominee's immediate supervisor. Nominations should be for activities performed within the past 18 months. Nominations must be received by **DECEMBER 31, 2002**. Nominations received after December 31, 2002 will not be considered.

NOMINATION PACKET

NOMINATION:

The nomination shall consist of a cover sheet (attached) and a justification statement. The cover sheet shall include a brief citation suitable for use on public occasions.

JUSTIFICATION:

The justification statements are to be made on 8 - 1/2 x 11-inch paper, not to exceed 2 pages (single side with no smaller than font size 12) in length. (NOTE: If the justification exceeds 2 pages, the nomination will not be considered.)

The justification will speak specifically to the criteria (listed below) and will contain sufficient background information to enable a judgment to be made about difficulties overcome, effort expended, dedication, demonstrated adherence to principles and the pursuit of excellence by the nominee. Nominations should be for activities performed within the past 18 months. Activities prior to 18 months will not be considered when evaluating the nominations.

No other information is to be submitted on the nominee (other than the optional supervisor's comments noted on the nomination cover sheet), as it will not be considered. Examples of materials NOT requested are OISs, curriculum vitae (CVs), COER, EPMS, etc.

CRITERIA (Be specific to cover all criteria. Document activities were accomplished in last 12-18 months. Include specific dates if appropriate.)

1. The nomination submission should clearly describe the impact on the population served, the specific achievement(s) that the nominee has made and how pharmacy service or public health was improved. The nominee's contributions should be over and above those expected of individuals holding similar positions in other organizations. The nominee's impact on the organization or population served should be highlighted.
2. Method of accomplishment: The nomination should describe in detail the impact on the operations of the organization including the significant action(s) the nominee took to achieve the results detailed above. The achievements must be accrued as a result of the nominee's leadership, managerial ability, promotional ability, innovation, perseverance and similar traits. These attributes should be clearly described.
3. Specific value of the accomplishment: The nomination should clearly describe the results of the accomplishment. Such factors as improved productivity, increase in number of patients or population served, improved patient outcomes, improved efficiency or effectiveness of the program, cost reduction, etc.

NOMINATION REVIEW PROCESS

Nominations received by the deadline will be reviewed by the USPHS Pharmacy Professional Advisory Committee (PAC) Award Committee and evaluated based on the accomplishments achieved. The top three nominations will be submitted by the USPHS Pharmacy PAC to the George F. Archambault Foundation Board of Directors. The Foundation will make the final awardee selection.

AWARD

The award consists of a commemorative plaque and a stipend or scholarship for the awardee to attend a selected professional management program.

The stipend or scholarship amount may cover all or part of the training expenses depending on the type and expense of training requested by the awardee. The George F. Archambault Foundation has final approval for training course(s) and budget request submitted by the awardee.

AWARD PRESENTATION

Presentation of the award will be made by a representative of the George F. Archambault Foundation at the annual meeting of the Commissioned Officers Association of the U.S. Public Health Service.

**OFFICER KRISTEN MAVES must receive all
nominations NO LATER THAN DECEMBER 31, 2002.**

**ALLEN J. BRANDS PHS CLINICAL PHARMACIST OF THE YEAR AWARD
2003
COVER SHEET (please print or type)**

CANDIDATE'S GRADE/RANK/NAME: _____

POSITION TITLE: _____

WORK ADDRESS: _____

PROPOSED CITATION: (not to exceed 25 words)

RECOMMENDED BY: _____

ADDRESS: _____

PHONE NUMBER:

NAME OF CANDIDATE'S IMMEDIATE SUPERVISOR: _____

SIGNATURE OF IMMEDIATE SUPERVISOR: _____

ADDITIONAL COMMENTS (OPTIONAL):

NOMINATIONS MUST BE RECEIVED BY DECEMBER 31, 2002

**PHS PHARMACIST OF THE YEAR (NON-CLINICAL)
2003
COVER SHEET (please print or type)**

CANDIDATE'S GRADE/RANK/NAME: _____

POSITION TITLE: _____

WORK ADDRESS: _____

PROPOSED CITATION: (not to exceed 25 words)

RECOMMENDED BY: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME OF CANDIDATE'S IMMEDIATE SUPERVISOR: _____

SIGNATURE OF IMMEDIATE SUPERVISOR: _____

ADDITIONAL COMMENTS (OPTIONAL):

NOMINATIONS MUST BE RECEIVED BY DECEMBER 31, 2002

**GEORGE F. ARCHAMBAULT
PHS CAREER ACHIEVEMENT AWARD IN PHARMACY
2003
COVER SHEET (please print or type)**

CANDIDATE'S GRADE/RANK/NAME: _____

POSITION TITLE: _____

WORK ADDRESS: _____

PROPOSED CITATION: (not to exceed 25 words)

RECOMMENDED BY: _____

ADDRESS: _____

PHONE NUMBER: _

NAME OF CANDIDATE'S IMMEDIATE SUPERVISOR: _____

SIGNATURE OF IMMEDIATE SUPERVISOR: _____

ADDITIONAL COMMENTS (OPTIONAL):

NOMINATIONS MUST BE RECEIVED BY DECEMBER 31, 2002

**U.S. Public Health Service Award for
Managerial Excellence Improving Pharmacy Service or Public Health**

2003 Award Nomination Cover Sheet

Nominations must be received by December 31, 2002

(PLEASE PRINT OR TYPE)

Nominee's Name: _____ Grade/Rank: _____

Position Title: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____

Proposed citation: (25 words or less)

Nominated by: _____

Nominator's Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Work Phone Number: _____

Nominator's Signature: _____ Date: _____

Nominee's Immediate Supervisor: _____

Signature of Immediate Supervisor: _____ Date: _____

Additional Comments: _____

For USPHS Pharmacy PAC Awards Committee Use Only

Date Received: _____ Date Reviewed: _____ Forwarded to Foundation: Yes No

Suggestions for Preparing Nomination Narratives

The following are purely suggestions pharmacists may want to consider when submitting nomination narratives for the PHS Pharmacy Professional Advisory Committee (PAC) awards.

- ❖ These awards are open to all full-time DHHS pharmacists (commissioned or civil service).
- ❖ Self-nomination is **okay** for all the awards, except where expressly prohibited (e.g., George F. Archambault PHS Career Achievement Award in Pharmacy).
- ❖ Pharmacists should take the initiative to prepare bullets demonstrating how they have met the award criteria and work with their supervisor (or another individual) to refine the narrative and get it submitted. Supervisor signatures are only meant as an acknowledgement that the facts included are correct - it is not meant as an expression of the supervisor's opinion.
- ❖ Facsimile transmissions are acceptable, as are electronic (email) submissions - so long as an original (with signatures) follows!
- ❖ Consider utilization of the "STAR" format
 - S = describe the situation or setting
 - T = describe the task
 - A = describe the action
 - R = describe the result
 -
- ❖ Be concise and specific - its the quality of the narrative not the quantity; the 2 pages is a MAXIMUM but that does not mean you must submit 2-pages.
- ❖ Filler and fluff not necessary - let the actions and result speak for themselves.
- ❖ Use the "S" portion of the STAR format, or a separate paragraph if not using STAR, to briefly describe your current job - what you ordinarily do; what your office/program does; etc.
- ❖ Stress your accomplishment - taking care to emphasize your individual actions, not team or organizational efforts.
- ❖ Have a colleague read the nomination and see if he/she can easily identify the accomplishments and any areas where the nomination might be strengthened.